



## New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	III	Administrative Policies	
Chapter:	E	Administration	1-5-2011
Subchapter:	1	Administration	
Issuance:	002-2010	<b>Commutation Program Policy</b>	

1. The Commutation Program is only for use in offices where there is either insufficient parking for State vehicles assigned to the office or problems with vandalism to cars in the parking area. Offices must get authorization from the Office of Facilities and Support Services (OFSS) prior to assigning cars for commuting. Vehicles are to be assigned only to employees who live the closest to the office, but in no case should a vehicle be assigned to any employee living or commuting more than 15 miles from the office, unless good cause is shown to Facilities Management. The name of each employee assigned a vehicle for regular commutation must be submitted to Facilities Management along with the employee's home address and number of miles for one way commute.
2. All DCF employees working in the office are eligible to participate in the program, if they process a valid driver's license to operate a motor vehicle in the State of New Jersey.
3. Drivers are responsible for operating safe vehicles and, as such, must report unsafe conditions as soon as possible to the office Vehicle Coordinator. Prior to the operation of any State vehicle, it is the individual driver's responsibility to complete a pre-trip visual inspection of the vehicle.
4. The use of any cell phone or electronic communication device including GPS, whether hands held or hands free, is prohibited at all times while operating a State vehicle.
5. Each driver participating in the program must obey all State and local traffic laws, DCF policies and assume responsibility for all traffic and parking violations he or she incur.
6. The use of a State vehicle for personal use of any sort, including, any form of shopping, personal business activity or dropping friends or family off is strictly prohibited.
7. All vehicles assigned to take home must be returned to the office by 9:00 a.m. the following work day and be available to sign out by other workers. All vehicles

assigned within the commutation program will remain as pool vehicles and it will be up to the local office site to manage the day-to-day logistics of assigning vehicles to employees.

8. If case of illness, it is the driver's responsibility to make arrangements with the local office manager or his/her designee to have the vehicle returned to the office by the start of business the following day.
9. If any employee has a State vehicle during the day but is unable to return to the office by the time the assigned commuting driver is scheduled to leave, it is the employee's responsibility to inform the supervisor. The supervisor will then assign another car to the commuting driver to enable the employee to get home.
10. All operators of State vehicles must be employed by the Department of Children and Families and be on the State of New Jersey Centralized Payroll system. Only the employee who is assigned to a vehicle at any particular time is permitted to operate it.
11. Only State employees on official State business, business invitees (contracted employees), another DCF employee who commutes with the assigned driver or clients known to the Division may ride as passengers in a State vehicle.
12. Commutation with a State vehicle is a taxable fringe benefit under Federal and New Jersey State law. Therefore, all employees who take a State vehicle from the office to home and from home to the office, even though not part of the commutation program, must keep a record of the commutation use and report it to Facilities Management. A communication log, which includes the employee's name, last four numbers of their social security number, and the number of one-way trips, must be maintained by each employee and submitted on a monthly basis to the office designee. This information must be submitted to Facilities Management each month. These reports are due to the Director of Facilities Management on the 5<sup>th</sup> day of each month. The Department will submit this information to Centralized Payroll annually in November. Centralized Payroll will include the value of the commutation trips in the gross wages on regular Pay Period 26 displayed in the box entitled "Taxable Benefits" and on the W-2 forms of affected employees. \* (See circular, State of NJ, Department of Treasury, OMB. II-04-OMB.) [If employees make a field visit on the way to work or on their way home, it is not considered commutation.]

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\* The value of the commutation use of a State vehicle is currently set at \$1.50 per one-way commute. This amount will be included in the gross wages on regular Pay Period 26 and displayed in the box entitled "Taxable Benefits" on the check pay stub and on W-2 forms of the affected employee.

The State will not withhold state or federal income tax on the vehicle fringe benefit, however FICA and Medicare contributions, if required, will be withheld on PP 26.